

Virtual Registration

The 2020-2021 school year will begin Monday, August 17 and registration will be online this year.

ALL families will need to complete the information at the link below. If you have more than one child attending HMES, please complete this information on a separate form for each child.

https://docs.google.com/forms/d/e/1FAIpQLScSXCITFCQCR9JSEiDbPCR_QbFUtRVAGR5B6JW3_g1lanr_Q/viewform

PK Students

As of August 3, schools have not yet received guidance about how to register PK students for the 2020-2021 school year. Please continue to check your PK Lottery portal email for updates.

Please follow the steps below to complete registration at HMES.

Returning Students:

- Please send an updated copy of your proof of residence and a form of identification. **Please include any updated phone numbers and email addresses.**
- In the subject line please put: ***Proof of Residency, your student's last name, first name and grade***. Please send the information to hendersonmilloffice@dekalbschoolsga.org

Proof of Residency May Include:

- **Gas, Light, Water, lease or Mortgage Statement (from July 2020)**
- **Please DO NOT give cell phone, cable, or bank statements**
- **Proof of ID MUST be a driver's license or passport of the parent/guardian.**

If you cannot provide any of these documents, please be prepared to submit a residence affidavit. Please see attachment for affidavit form.

ALL NEW students to Dekalb County School District:

Parents/guardians of new students must complete an online registration application. The Online registration application (OLR) will allow parents/guardians the opportunity to navigate through a series of prompts to enter the vital information needed to ensure accurate school assignments and support services for their student.

Through online registration, parents can register multiple students all at one time. This process will eliminate the multiple paper documents historically required for registration. The OLR tool will provide the convenience of entering information and attaching documents with the ability to save the work for a later completion.

This safe and secure system will make registration available from most internet-enabled devices, reducing the probability of a trip to a school or registration center. For parents unable to access the internet, you will need to schedule an appointment and bring the necessary documents to Henderson Mill. Please email hendersonmilloffice@dekalbschoolsga.org for an appointment time.

Click on the link below to begin the Online Registration process.

<https://www.dekalbschoolsga.org/online-registration/>

New, Transfer, or students with Affidavit:

- New Students, transferring, or students with affidavits complete registration by **APPOINTMENTS ONLY**.
- Please come to the appointment with withdrawal papers, affidavit form, withdrawal papers from previous school, immunization records, etc. Along with Proof of Residency and Proof of ID to the appointment.

- Please email hendersonmilloffice@dekalbschoolsga.org for an appointment time.
- Please wear a mask and we will be practicing social distancing.

Documents can be scanned on your smartphone.

iPhone directions are below.

Scan a document

1. Open a note or create a new note.



2. Tap , then tap Scan Documents.

3. Place your document in view of the camera on your device.

4. If your device is in Auto mode, your document will be automatically scanned. If you

need to manually capture a scan, tap  or one of the Volume buttons.

5. Drag the corners to adjust the scan to fit the page, then tap Keep Scan.

6. You can add additional scans to the document or tap Save when you're done.

See the link below to scan documents using a smartphone.

<https://edu.gcfglobal.org/en/mobile-device-tips/how-to-scan-documents-with-a-smartphone/1/>